



**SENIOR CITIZENS ADVISORY BOARD
AGENDA**

Regular Meeting

Tuesday, January 16, 2018 • 9:00 a.m. San Bruno Senior Center 1555 Crystal Springs Road, San Bruno

WELCOME TO OUR ADVISORY BOARD MEETING: If you wish to speak on an item under discussion by the Board and appearing on the agenda, you may do so upon receiving recognition from the Board Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify us 48 hours prior to the meeting (616-7150).

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. REVIEW OF AGENDA:**
- 4. APPROVAL OF MINUTES:** November 21, 2017 and December 11, 2017 Special Meeting
- 5. CONSENT CALENDAR:**
- 6. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:** Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.
- 7. NEW BUSINESS:**
 - a. Treasurer's Report – November 2017 & December 2017
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – (Tessier, Rangel)
 - c. Approval of the 2018 Meeting Schedule
 - d. Update on Nominations and Election for Senior Citizens Advisory Board – Oral (Brewer)
 - e. Relocation of Senior Citizens Advisory Board Meetings to Veterans Memorial Recreation Center in February and March – Oral (Brewer)
- 8. UNFINISHED BUSINESS:**
 - a. Update on Senior Center Restoration – Oral (Brewer)
 - c. Update on Senior Center Deck Replacement – Oral (Brewer)
- 9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS**
- 10. ITEMS FROM STAFF:**
- 11. ADJOURNMENT**

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

Senior Citizens Advisory Board November 21, 2017

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:02 a.m. Board Members Present: Chair Goff, Vice Chair Green, Carmichael, Chu, Hayes, Tracey, and Treasurer Hornung. Board Members Absent: Luzaich. Staff Present: Burns and Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:**
MSC Carmichael/Tracey to approve the minutes of the October 17, 2017 meeting. Approved unanimously.
Board Member Hayes asked for the November special meeting minutes to be corrected to say that the Board approved up to \$40,000 for the replacement of the Senior Center multipurpose floor, not that they had approved \$40,000. **MSC Green/Tracey** to approve the November special meeting minutes with the correction provided by Board Member Hayes. Approved unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** **John Giuseponi** introduced himself and told the Board he was just there to observe the meeting.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – October 2017 Treasurer's Report filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for October 2017.
 - c. Discuss and Select Volunteer Recognition Party Date – The Senior Advisory Board discussed a possible date for the Volunteer Recognition party that would allow enough time for the construction of the Senior Center to be complete. **MSC Hayes/Chu** to hold the Volunteer Recognition party on Saturday, March 3, 2018. Approved unanimously.
8. **UNFINISHED BUSINESS:**
 - a. Update on Bocce Ball Court Construction – Director Burns told the Board that the

bocce ball court construction had been completed and the league was already utilizing it. **Board Member Chu** asked for a report on the final cost and warranty and Director Burns replied that they would provide that at the Board's next meeting.

- b. Update on Senior Center Restoration – Director Burns told the Board that the Senior Center restoration had already begun and was expected to be completed in early 2018. She added that insurance would be covering all of the cost, including the replacement of the flooring in the multi-purpose room. Director Burns also told the Board that the final determination of installing the lift to the stage was made and would be added to the reconstruction project.
- c. Update on the Senior Center Deck Replacement – Director Burns told the Board that the deck replacement work would be done simultaneously with the multi-purpose room reconstruction and should be completed about the same time.

9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** **Board Member Chu** asked if there was a copy of the Senior Advisory Board bylaws on the City website and Director Burns replied that yes there was but the City Attorney was currently reviewing updated bylaws for the board. They would be updated on the City website over the next few weeks.
- Board Member Hayes** suggested that when the Senior Center was ready to be reopened to send out a postcard mailer instead of using a phone tree.
- MSC Green/Hayes** to cancel the Senior Advisory Board's December meeting. Approved unanimously.

10. **ITEMS FROM STAFF:** Director Burns told the Board that the new Senior Center Recreation Coordinator had been selected and would be starting soon.

11. **ADJOURNMENT:** Vice Chair Green adjourned the meeting at 9:53 a.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
Community Services



SPECIAL MEETING MINUTES

Senior Citizens Advisory Board December 11, 2017

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:04 a.m. Board Members Present: Chair Goff, Vice Chair Green, Carmichael, Chu, Hayes, Tracey, and Treasurer Hornung. Board Members Excused: Luzaich. Staff Present: Brewer, Burns, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Board Member Chu led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** None.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:**
7. **CONDUCT OF BUSINESS:**
 - a. Selection of Multi-Purpose Room Floor Replacement Color – Director Burns provided the Board with a color sample menu for the floor. The Board deliberated and **MSC Green/Tracey** to select Caribbean as the field color, Willow as the inlay color, and Marley Grounds as the border color. Approved unanimously.
8. **UNFINISHED BUSINESS:**
9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Board Member Hayes asked for the tables and chairs in the multi-purpose room to be evaluated and determine which ones need replacements. Board Member Carmichael asked for the seating for lunch at the Veterans Memorial Recreation Center to be adjusted because they are too close to one another and it makes it difficult to walk through.
10. **ITEMS FROM STAFF:** None.
11. **ADJOURNMENT:** Vice Chair Green adjourned the meeting at 9:38 a.m.

SENIOR ADVISORY BOARD TRUST FUND REPORT

NOVEMBER 30, 2017

Checking Account Balance 10/31/2017	\$ 13,254.02	
Interest	\$ 0.52	
Deposit	\$ -	
Checks	\$ -	
Checking Account Balance 11/30/2017		\$ 13,254.54
Amount held at City of San Bruno prior 7/1/2013		\$ 103,932.20
Amount held at City of San Bruno July 1, 2013-June 30, 2017		\$ 56,499.44
Amount deposited to City since 7/1/2017	\$ 3,336.15	
Deposit made to City account November	\$ 273.36	
Deposit made to City account November	\$ 339.75	
Deposit made to City account November	\$ 280.76	
Amount deposited to City this fiscal year		\$ 4,230.02
TOTAL NET WORTH NOVEMBER 31, 2017		\$ 177,916.20

SENIOR ADVISORY BOARD TRUST FUND REPORT

DECEMBER 31, 2017

Checking Account Balance 11/30/2017	\$ 13,254.54	
Interest	\$ 0.54	
Deposit	\$ -	
Checks	\$ -	
Checking Account Balance 12/31/2017		\$ 13,255.08
Amount held at City of San Bruno prior 7/1/2013		\$ 103,932.20
Amount held at City of San Bruno July 1, 2013-June 30, 2017		\$ 56,499.44
Amount deposited to City since 7/1/2017	\$ 4,230.02	
Deposit made to City account December	\$ 309.50	
Deposit made to City account December	\$ 347.00	
Deposit made to City account December	\$ 148.00	
Deposit made to City account December	\$ 189.25	
Amount deposited to City this fiscal year		\$ 5,223.77
TOTAL NET WORTH DECEMBER 31, 2017		\$ 178,910.49

2017-18 Information and Referral Statistics

	July	August	September	October	November	December	January	February	March	April	May	June
Housing	2	1	0	1	0	0						
Shopping	1	1	1	1	0	0						
Transportation	4	2	3	2	3	2						
Assisted Living	2	0	1	0	0	0						
Legal	8	1	0	1	1	0						
Insurance	2	0	0	1	0	0						
Welfare Check	1	1	0	0	0	0						
Health	0	0	1	0	1	1						
Counseling	0	0	0	0	0	0						
Clean/Repair	2	0	2	1	2	3						
General	0	5	6	9	3	2						
Monthly Total	22	11	14	16	10	8	0	0	0	0	0	0

Class Attendance - December 2017	

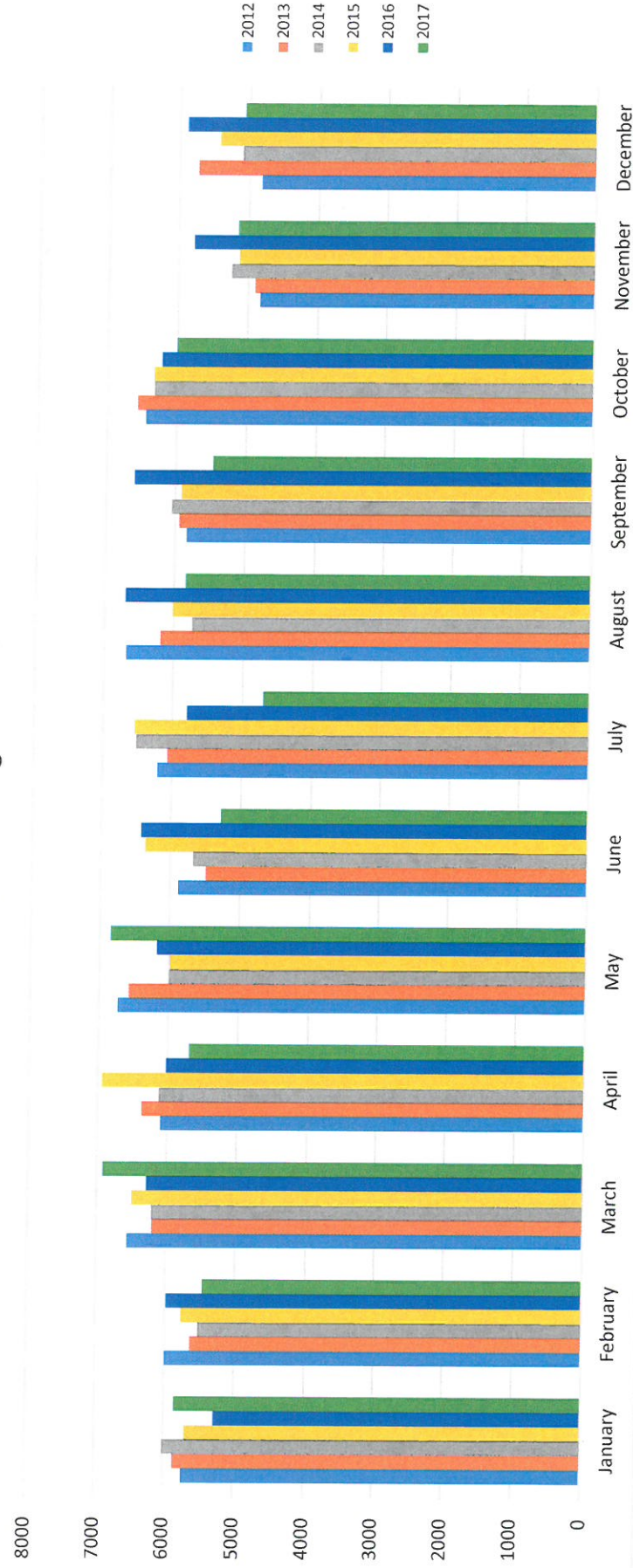
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Nutrition Site Report - December 2017

Day	Date	Total Prepared Hot Meals & Salads	Total Served Hot Meals	Total Served Salads	Total Served Hot Meals & Salads	Non-Senior Donations
Fri	1	80	78		78	
Mon	4	90	83		83	
Tues	5	75	71		71	5.50
Wed	6	125	121		121	
Thur	7	45	39		39	5.50
Fri	8	80	70		70	11.00
Mon	11	90	90		90	
Tues	12	80	79		79	16.50
Wed	13	110	108		108	11.00
Thur	14	60	52		52	5.50
Fri	15	120	118		118	5.50
Mon	18	90	94		94	
Tues	19	90	92		92	
Wed	20	90	87		87	
Thur	21	60	50		50	5.50
Fri	22	90	85		85	16.50
Mon	25					
Tues	26					
Wed	27	95	93		93	
Thurs	28	55	49		49	5.50
Fri	29	135	134		134	5.50
Total		1660	1593	0	1593	93.5

	January	February	March	April	May	June	July	August	September	October	November	December
2012	5737	5987	6548	6090	6722	5878	6198	6670	5827	6432	4826	4817
2013	5868	5632	6196	6363	6567	5487	6059	6186	5939	6554	4902	5728
2014	6020	5522	6204	6119	5993	5672	6517	5733	6047	6318	5240	5103
2015	5701	5767	6494	6936	5982	6357	6539	6015	5910	6324	5131	5426
2016	5285	5977	6278	6017	6169	6418	5788	6689	6583	6208	5771	5884
2017	5851	5462	6908	5688	6838	5280	4700	5831	5460	5996	5144	5061

Historical Sign-In Data





CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: January 16, 2018
TO: Senior Advisory Board Members
FROM: Ludmer Aker, Executive Assistant
SUBJECT: 2018 Meeting Schedule of the Senior Advisory Board

The following is the 2018 meeting schedule:

Tuesday, January 16 – 9:00 am
Tuesday, February 20 – 9:00 am
Tuesday, March 20 – 9:00 am
Tuesday, April 17 – 9:00 am
Tuesday, May 15 - 9:00 am
Tuesday, June 19 – 9:00 am
Tuesday, July 17 – 9:00 am
Tuesday, August 21 – 9:00 am
Tuesday, September 18 – 9:00 am
Tuesday, October 16 – 9:00 am
Tuesday, November 20 – 9:00 am
Tuesday, December 18 – 9:00 am